

### **The Full Management Service includes:**

1. Preparation and display of window and wall displays within the office.
2. Property details with internal and external photographs on our website.
3. Local advertisements and Event sponsoring.
4. Listing on property details handed out to potential tenants.
5. Advertising your property on our in house display monitor (showing internal and external photographs).
6. Preparing the Tenancy Agreement and corresponding Notice necessary for the Landlord to gain protection from the relevant Housing Acts.
7. Preparing and endeavoring to obtain additional security by means of a guarantor for each student, unless otherwise agreed by the Landlord.
8. Collecting the monthly or termly rents where applicable, and paying over to the Landlord less any fees or expenses due or incurred for the period. Payments will be made by direct bank transfer together with a detailed rent statement at the end of each calendar month.
9. Co-ordination of repairs or maintenance including arranging for tradesmen to attend the Property and obtaining estimates where necessary, and settling accounts from rents received.
10. Regular inspections of the Property are carried out on a quarterly basis. Responsibility for and management of empty property is not normally included, and will only be carried out by special arrangement.
11. Taking a deposit from the tenant to be registered with 'The Dispute Service' until the end of the tenancy when the property and contents have been checked for unfair wear and tear.
12. Carrying out a full property inspection and inventory check at the end of the tenancy and dealing with matters relating to unfair wear and tear before releasing the tenants deposit.

### **The Part Management Service includes:**

1. Preparation and display of window and wall displays within the office.
2. Property details with internal and external photos on our website.
3. Local advertisements and Event sponsoring.
4. Listing Property details handed out to potential tenants.
5. Advertising your property on our house display monitor (showing internal and external photographs).
6. Preparing the Tenancy Agreement and corresponding Notice necessary for the Landlord to gain protection from the relevant Housing Acts.
7. Preparing and endeavoring to obtain additional security by means of a guarantor for each student, unless otherwise agreed by the Landlord.
8. Collecting the monthly or termly rents where applicable, and paying over to the Landlord less any fees or expenses due or incurred for the period. Payments will be made by direct bank transfer together with a detailed rent statement at the end of each calendar month.
9. Taking a deposit from the tenant to be registered with 'The Dispute Service' until the end of the tenancy when the property and contents have been checked for unfair wear and tear.
10. Carrying out a full property inspection and inventory check at the end of the tenancy and dealing with matters relating to unfair wear and tear before releasing the tenants deposit.
11. Responsibility for and management of an empty property is not normally included and will only be carried out by prior special arrangement.